



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number:

04-13

Date:

06/28/2004

Administrative Memorandum

SUBJECT: OBTAINING JUSTICE DEPARTMENT INTERFACE CONTROLLER/CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (JDIC/CLETS) PRINTOUT

REFERENCE: Administrative Memorandum 04-04, Justice Data Interface Controller (JDIC) User Log – WFP&I 459, Dated 05/10/04

CANCELS:

FILE IN: WFP&I Handbook, Section 10-113

SPECIAL ATTENTION: [X] SWFI [X] WFI/EFI

I PURPOSE

This Administrative Memorandum (AM) releases procedures for obtaining a Justice Department Interface Controller/California Law Enforcement Telecommunications System (JDIC/CLETS) printout. This AM also releases a revised WFP&I 324, Request for JDIC/CLETS Information, (Attachment I) form.

II POLICY

Welfare Fraud Investigators (WFI) assigned to Welfare Fraud Prevention & Investigation (WFP&I) headquarters must complete the WFP&I 324, Request for JDIC/CLETS Information, and obtain approval from the Supervising Welfare Fraud Investigation (SWFI) prior to requesting a printout or accessing the JDIC terminal to obtain a printout.

Effective immediately, all investigations referred to the District Attorney (DA) for prosecution consideration **must** include a JDIC/CLETS printout showing the criminal history, prior convictions and/or outstanding arrest warrants. Only **one** (1) copy of the JDIC/CLETS printout, stamped "DA FILE COPY" in red ink, is to be retained in the Central Fraud Folder (CFF) for investigations forwarded to the DA for prosecution consideration. Each unit will be supplied with a rubber stamp to be used for this purpose.

The completed WFP&I 324, Request for JDIC/CLETS Information, form must be delivered in person by out-stationed investigative staff to the Early Fraud Detection/Prevention program (EFD/P) Coordinator at WFP&I Headquarters to obtain a JDIC/CLETS printout. The WFP&I 324, Request for JDIC/CLETS Information, as well as the actual JDIC/CLETS printout **is not** to be faxed.

In accordance with the Justice Department's requirements, all copies of the JDIC/CLETS printout **must** be removed from the CFF and **shredded** prior to forwarding the CFF to WFP&I suspense or to File Keepers, Inc. (FKI) for storage.

III PROCEDURES

A. Welfare Fraud Investigator (WFI) - WFP&I Headquarters

The WFI shall:

1. Complete the WFP&I 324, Request for JDIC/CLETS Information, and submit it, along with the CFF, to the SWFI for approval.
2. Submit the WFP&I 324, Request for JDIC/CLETS Information, to the SWFI's designee or access the JDIC/CLETS terminal to obtain a printout.
3. Stamp the JDIC/CLETS printout "DA FILE COPY", in red ink and file it on the right hand side of the CFF for investigations referred to the District Attorney for prosecution consideration.
4. Remove and shred all JDIC/CLETS printouts, prior to forwarding the CFF to WFP&I suspense and/or File Keepers, Inc. (FKI) for storage.
 - a. Review the CFF for investigations declined for prosecution by the District Attorney to ensure that all JDIC/CLETS printouts are removed and shredded.

B. Early Fraud Detection/Prevention Program Investigator (EFI)

The EFI shall:

1. Complete the WFP&I 324, Request for JDIC/CLETS Information, Rev. 06/2004 and submit, along with the CFF, to the SWFI for approval.
2. Forward the completed, approved WFP&I 324, Request for JDIC/CLETS Information, to the EFD/P Coordinator per existing procedures for forwarding information to WFP&I headquarters.
3. Remove and shred the JDIC/CLETS printout prior to forwarding the CFF to WFP&I suspense and/or File Keepers, Inc. (FKI) for storage.
4. The JDIC/CLETS printout shall be retained along with other supporting documentation for an EFD/P investigation with positive findings forwarded to WFP&I headquarters for investigation of historical fraud.

C. Supervising Welfare Fraud Investigator (SWFI)

The SWFI shall:

1. Review the WFP&I 324, Request for JDIC/CLETS Information, along with the CFF, and approve if appropriate for the allegation.
2. Access the JDIC terminal, or delegate responsibility to the designee, to obtain JDIC/CLETS printout, if requesting WFI does not have authorization to use JDIC.

III PROCEDURES - (continued)

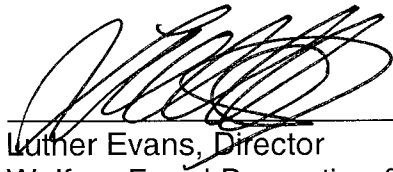
3. Review the CFF for investigations submitted for closing to ensure that all copies of the JDIC/CLETS printout have been removed.

D. Coordinator - Early Fraud Detection/Prevention Program

The EFD/P Coordinator shall:

1. Receive the completed WFP&I 324, Request for JDIC/CLETS Information, signed by the SWFI.
2. Access the JDIC terminal to obtain the JDIC/CLETS printout.
3. Place JDIC printout in a sealed envelope in the designated location to be picked up by EFD/P SWFI.

Please direct questions regarding this memo to your immediate supervisor.



Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:MH:mh

Attachment

c: Deputy Directors
Chief Clerk

DEPARTMENT OF PUBLIC
SOCIAL SERVICES

WELFARE FRAUD PREVENTION &
INVESTIGATIONS SECTION

REQUEST FOR JDIC / CLETS INFORMATION

Person Name (Last, First, MI, Suffix. [i.e. Sr. Jr., etc])					Court Case Number: (If Known)		
DPSS Case Name: (Last) (First)			DPSS Legacy Case NO: 19- ✓ SF - - -		DPSS LEADER Case NO:		
Current Address (Street)				Prior Address (Street)			
(City, State, Zip)				(City, State, Zip)			
Date of Birth	Age	Race	Height	Weight	Hair Color	Eye Color	Sex
Driver License Number/ID Card Number			Vehicle License Number		Social Security Number		
<p align="center">JDIC / CLETS REQUEST <input type="checkbox"/> Routine Request <input type="checkbox"/> Emergent Request</p> <p> <input type="checkbox"/> RAPS (Criminal History) <input type="checkbox"/> Wants and Warrants (CWS) <input type="checkbox"/> DMV – Driver License / ID Card <input type="checkbox"/> Jail Information <input type="checkbox"/> Booking <input type="checkbox"/> Supervised Release <input type="checkbox"/> DMV – Vehicle Registration (Must provide <input type="checkbox"/> Traffic Record Information Vehicle License Number) (LA County only) </p> <p><input type="checkbox"/> Other: _____</p>							
Requestor's Name (Please Print)			WFI File Number		Date		Phone Number
Approved by (SWFI):			SWFI Unit Number		Date		Phone Number
Approved by (Deputy Director/EFD/P Coordinator)					Date		
Completed by: (JDIC Operator)					Date		

NOTE: DPSS case number must be provided.